

"Healthy People in Healthy Communities"

**Central District Health Department Board of Health Meeting**  
**707 N. Armstrong Place, Boise, Idaho**  
**Friday, February 15, 2019 ~ 8:30 a.m. to 12:00 p.m.**

**Minutes**

**Board Members**

Betty Ann Nettleton, RN, Chair  
Rep. Megan Blanksma, Vice Chair (Conf. Call)  
Comr. Elt Hasbrouck, Trustee (Conf. Call)  
Comr. Laura Baker (Absent)

Dr. Ted Epperly, MD  
Steven F. Scanlin, JD  
Dr. Jane Young, DNP

**Staff**

Russell A. Duke, District Director  
Rob Howarth  
Christine Myron  
Caroline Messerschmidt  
Courtney Boyce

Donna Mahan, Recorder  
Kris Spain  
Lindsay Haskell  
Chakoma Haidari  
Carly Doud

Bonnie Spencer  
Alexis Pickering  
Michele Hanrahan  
Dawn Irons

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**Call Board of Health Meeting to Order – Betty Ann Nettleton**

Betty Ann Nettleton, Board Chair, called Central District Health Department (CDHD) Board of Health meeting to order at 8:32 a.m.

**Board Schedule for CY 2019 – Betty Ann Nettleton**

The proposed Board schedule for calendar year 2019 was presented and approved by the Board.

**Motion:** Dr. Ted Epperly made a motion to approve the 2019 CDHD Board of Health meeting schedule as presented; seconded by Dr. Jane Young. No further discussion; motion carried.

**FY 2019 Budget Revision – Bonnie Spencer**

Bonnie reviewed the FY 2019 budget revision for board approval.

**Motion:** Dr. Ted Epperly made a motion to approve FY2019 budget revision as presented; seconded by Dr. Jane Young. No further discussion; motion carried.

**Board of Health Minutes for December 14, 2018 – Betty Ann Nettleton**

The December 14, 2018 Board of Health minutes stand approved as distributed.

**Tom Schmalz Retirement – Russell A. Duke/Rob Howarth**

Tom Schmalz, Program Manager for Environmental Health Facility Programs, was recognized for his work over the past 33 years and his accomplishments. Tom shared his history with our agency and the important work of his team.

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**Elmore County CHANGE Tool Update – Alexis Pickering**

Alexis Pickering, Health Policy Analyst, presented on how the CHANGE Tool provided an opportunity for Elmore County's stakeholders to connect, forming the Elmore County Health Coalition where they collectively address crucial policy, system, and environment changes throughout their communities. CDHD has also been able to collaborate with the Coalition and have a greater presence in Elmore County.

**Marketing Plan – Christine Myron**

Christine Myron, Public Information Officer, shared our current multifaceted approach to outreach and marketing within a limited budget. In preparation for developing a marketing budget and plan for FY 2020, she provided potential spending mediums and next steps in our rebranding efforts, outreach, and refresh or redesign of our logo.

**Measles – Lindsay Haskell**

Due to the measles outbreak that started in the state of Washington, Lindsay Haskell, Epidemiologist, provided the Board with a general overview of measles, prevention, and the impact outbreaks have on public health. The last case reported in District 4 was in 2001.

**FY 2019 Financial Reports – Bonnie Spencer**

The FY 2019 Budget to Actual for January 2019 report reflects that we are 58% through this budget fiscal year. Total revenues are at 55% of the budget. Fees are at 69%; contracts are at 55%; and county contributions are at 39%. Total expenditures are at 49%. Personnel costs are at 54%. Operating costs are at 56%; and capital costs are at 26%. The FY 2019 Cash Balance Statement and Reserve Report at the end of January reflects a total cash balance of \$4,612,812; the reserve fund designations are \$3,869,756 with a cash balance of \$743,056.

**Strategic Plan Scorecard – Bonnie Spencer**

Bonnie shared our key successes and challenges in meeting our strategic plan goals while addressing questions of the Board.

**Legislative Services Office-Audits – Bonnie Spencer**

As a result of untimely audits being completed, Bonnie has been in discussion with the other district finance officers regarding the options we might have to use a private auditing firm. The Board asked that we vigorously pursue getting this resolved, asking for a legal opinion to see if we can even use an outside audit firm. The Board asked for audit updates to be a standing agenda item until resolved.

**Regional Health Collaborative – Russell A. Duke**

To continue the work that began through the Statewide Healthcare Innovation Plan, Public Health Districts 3 and 4 created a plan to establish a ten county regional health collaborative called the Western Idaho Community Health Collaborative (WICHHC). We submitted a Decision Unit, which was approved by JFAC today, requesting state funding for \$120,000 to cover the administrative cost for managing WICHHC. This position will be housed at CDHD. Prior to presenting to JFAC, we received \$10,000 pledges from community partners; Blue Cross of Idaho Foundation for Health, St. Luke's, Saint Alphonsus, and PacificSource, totaling \$40,000 of matching funds. We are excited to continue the work of community health and address social deterrents of health "upstream" to impact the overall health of our communities. Russ thanked Dr. Ted Epperly for all his work on the Idaho Healthcare Coalition along with the work that Dr. Kevin Rich from Family Medicine Residency of Idaho has done on the Central Health Collaborative and continuing to do with WICHHC.

**Executive Council Update – Commissioner Elt Hasbrouck**

Commissioner Elt Hasbrouck reported on House Bill 151, which addresses an increase in food establishment fees in two phases. If the bill passes, the first increase will be in 2020, resulting in a projected increase in revenue of \$75,000 for CDHD; and then in 2022, resulting in a projected increase of \$180,000-\$185,000. This

will cover about 50% of our cost of the food safety inspection program.

**Partial Federal Government Shutdown – Russell A. Duke**

Russ made the Board aware that if the partial federal government shutdown would have continued into March, it would have affected the WIC Program.

**District Director's Report – Russell A. Duke**

Citizen Review Panel

The Citizen Review Panel (CRP) is going well. Jaime Aanensen and Alexis Pickering support our seven-member volunteer panel. The CRP is responsible for reviewing all foster care cases open greater than 120 days, which is roughly 375 cases. Although there are real challenges in the foster care system, our team would like to work more "upstream" to determine what is causing children to enter into the system in the first place and how might we prevent this from happening.


Home Visitation Program

Our behavioral health clinician, Jamie Larsen, is doing an outstanding job with our new infant and early childhood home visiting mental health program. With her assistance, we passed the Optum provider audit with a 100% score. She will present at the March Board of Health meeting.

**Adjournment – Betty Ann Nettleton**

No further business was brought before the Board; meeting adjourned at 12:02 p.m. Next meeting will be held on Friday, March 15, 2019.

**Attest:**



Betty Ann Nettleton  
Board Chair



Russell A. Duke, District Director  
Secretary to the Board

Board Minutes approved on 3-15-19.